

CATAWBA COUNTY EMERGENCY OPERATIONS PLAN
ANNEX C
NOTIFICATION AND WARNING

I. PURPOSE

This annex describes the process for staffing, operating and maintaining a warning system in the event of an emergency. It also provides instructions for dissemination of warning information to response agencies and the general public throughout the County.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The County Warning Point will normally initiate notification and warning.
2. Broadcast media will be relied upon to assist in the dissemination of warning to the general public.
3. Operational telephone and/or radio communications may be utilized to notify public officials, Emergency Operations Center staff, emergency personnel and others as required.
4. Emergency service vehicles are available for warning the general public.
5. Special Needs groups or persons in group quarters may have to be provided special warning and notification.

B. Assumptions

1. Current forms of warning may necessitate augmentation in order to provide sufficient warning to the general public and special needs populations.
2. Use of mobile public address systems and/or house to house alert warning may be necessary when the urgency of the particular

hazard requires immediate evacuation actions or when there is a failure of other fixed warning systems.

III. CONCEPT OF OPERATION

A. Emergency warning may originate at the national, state or local level of government. Timely warning requires dissemination to the public by all available means:

1. National Warning System (NAWAS)
2. National Weather Service (NWS) National Oceanic & Atmospheric Administration Weather Radio Service
3. Emergency Broadcast System (EBS)
4. State Operated Two Way Radio Systems
5. N.C. Division of Criminal Information (DCI)
6. Local Government Radios
7. Sirens, horns, or mobile public address systems
8. Telephone

B. Receipt and Dissemination of Warning

1. The N.C. Highway Patrol serves as the State Warning Point at the Raleigh Communications Center. NAWAS and NWS alerts are received there from Federal agencies and on occasion the public.
2. Warning received from the site of an emergency is normally reported to the County Warning Point.
3. Notification of governmental officials and emergency response personnel from the County Warning Point will follow established procedures.

4. Jurisdictions adjoining Catawba County will be notified through the communications center or by the quickest possible method, in the event an incident occurs within Catawba County that may cause adverse affects across jurisdictional lines.
- C. Dissemination of Warning to the General Public of major emergencies will be by:
1. Siren system
 2. Emergency Broadcast System (EBS)
 3. Weather alert radios
 4. Mobile public address systems as appropriate
 5. House to house alert by emergency personnel
- D. Dissemination of Warning to Special Populations
1. Hearing impaired, special needs groups, persons in group quarters and non-English speaking groups are notified by the most expedient means possible. Usually the message will ask citizens to assist in the evacuation of these special groups.
 2. Public schools, hospitals and other special warning locations are notified by emergency personnel at the County Warning Point.

IV. DIRECTION AND CONTROL

- A. The Chairman of the County Commission or their designee has the authority to direct and control the County warning system.
- B. The Communications Director is designated as the County Warning Coordinator and will follow established County warning procedures.

V. CONTINUITY OF GOVERNMENT

A. The line of succession is:

1. Board of Commissioners
2. County Manager/Assistant County Manager
3. Department Directors

B. Lines of succession for agencies that support the warning operation are in accordance with their agencies established policies.

ANNEX C
APPENDIX 1
EMERGENCY BROADCAST SYSTEM PLAN (EBS)

I. PURPOSE

This appendix provides specific instructions and procedures for Catawba County Government and suggested procedures for the Designated Administrative Officials to follow in the dissemination of emergency alerting and warning information and protective action instructions to the citizens of Catawba County over the Emergency Broadcast System (EBS).

II. DEFINITIONS

- A. **Emergency Broadcast System (EBS):** The EBS is composed of AM, FM and TV broadcast stations and non-governmental industry entities operating on a voluntary, organized basis during emergencies at Federal, State or operational (local) area levels. Reference ATTACHMENT 1, NORTH CAROLINA EBS OPERATIONAL AREA BOUNDARIES.
- B. **Primary Station:** Broadcasts or rebroadcasts a common emergency program for the duration of the activity of the EBS at National, State or Operation (local) area level. The EBS transmission of such stations are intended for direct public reception as well as interstation programming.
- C. **Common Program Control Station (CPCS):** This is a Primary Station in an Operational (local) Area which is responsible for originating and coordinating the broadcast of an emergency action notification for its area.

III. CONCEPT OF OPERATIONS

This plan calls for:

- A. The prompt reporting of emergency information and recommended protective actions by Federal, State, business, industry and utility officials to the County Warning Point. These reports include severe weather watches and warning as well as other hazards such as dam failures, hazardous materials and other threats to the citizens of Catawba County as shown in the Basic Plan.
- B. The prompt reporting of emergency information and recommended protective action to the County Warning Point by emergency service personnel or others at the scene of the emergency.
- C. The decision by local government to disseminate the emergency alerting, warning and protective actions instructions over the CPCS-I (or over the primary stations within Catawba County).
- D. The preparation of the information to be disseminated in written form.
- E. The activation of the EBS procedure.
- F. The termination of the procedure when it is no longer required.

ANNEX C
APPENDIX 2
EMERGENCY BROADCAST PROCEDURE

I. PURPOSE

This procedure provides a list by title of government persons who are authorized to activate the Emergency Broadcast System (EBS) at local level and prescribes the steps to be followed by government and which should be followed by the broadcast media to disseminate emergency information to the general public.

II. AUTHORIZED PERSONNEL

The individuals shown below are authorized to request activation of the EBS in order to disseminate emergency information and instructions. A list of these individuals by title has been provided to the Charlotte Operational area CPCS-1 and a mutually agreeable method of authentication by code has been established. The EBS CPCS-1 has furnished the County with a list of telephone numbers to be used by the authorized personnel when requesting activation of the EBS.

- A. Chairman of the Board of County Commissioners or their Designated Representative.
- B. The Mayor or their designated Representative.
- C. The Sheriff or their Designated Representative.
- D. City or County Managers.
- E. Emergency Management Coordinator or their designated representative.

III. ACTIVATION REQUEST PROCEDURES

A. NOTIFICATION PROCEDURES

1. Prepare in writing the exact information to be broadcast. (Refer to Emergency Public Information attachments, Annex D)
2. Call the CPCS-1 (or Primary Station) Control Room and give title, name and political subdivision represented and request the EBS be activated for the Charlotte Operational Area (or if appropriate for Catawba County only.)
3. Upon request, give authentication code.
4. CPCS-1 (or Primary station) will acknowledge authentication code.
5. In the event that an authentication code is not available the station will call by telephone to the requesting county's warning point and request confirmation of the Emergency Action Notification.
6. Upon request of station, read text prepared for emergency action notification.
7. The caller should be prepared to do a live broadcast if requested.

B. Broadcast Activation Procedure.

1. CPCS-1 (or primary station) will disseminate the emergency information through AM-FM radio or TV according to the State Plan.
2. A Primary Station will disseminate the emergency information only through its own facility.
3. Follow-up messages as needed, upon request of the originating officials.

C. Termination Procedure.

1. Have a written termination notice specifying the hazard to be terminated.
2. Call CPCS-1 (or Primary Station) Control Room and give title, name and political subdivision represented and request the EBS in the Charlotte Operational Area (or for Catawba County) be terminated.
3. Upon request, give authentication code.
4. Upon request, read the termination message, concluding with the statement "This concludes this activation of the Emergency Broadcast System".

IV. TESTING THE EBS PLAN

Scheduled or random tests should be conducted so that a radio station and county operations become familiar with this procedure on all shifts.

V. PROCEDURES DEVELOPMENT AND MAINTENANCE

- A. The North Carolina Division of Emergency Management will be responsible for updating the authentication code annually.
- B. Each County will be responsible for advising the stations of current warning point telephone numbers.
- C. Counties will confirm current authentication code lists with the stations.